



## **JOB VACANCY ANNOUNCEMENT U.S. MISSION - YAOUNDE**

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**REISSUED – All who applied previously and are still interested must re-apply**

**OPEN TO: All Interested Applicants**

**POSITION: Program Management Specialist (Strategic Information)**

**OPENING DATE: 03/07/2016**

**CLOSING DATE: 03/21/2016**

**WORK HOURS: Full-time, 40 hours/week**

**SALARY RANGE: FSN-11 = CFA 23,079,980 – CFA 36,925,964 per annum (depending on qualification and experience).**

The U.S. Mission in Yaounde, Cameroon is seeking a highly motivated and qualified individual for the position of **Program Management Specialist (Strategic Information)** in the Cameroon field office of USAID/West Africa.

### **BASIC FUNCTION OF POSITION**

The Strategic Information Advisor will provide high-quality technical assistance to USAID, the interagency country team managing the President's Emergency Plan for AIDS Relief (PEPFAR) program, implementing partners, and Government of Cameroon counterparts – on matters related to the planning measurement and evaluation of USAID and PEPFAR's contribution towards achieving HIV/AIDS targets.

This includes analyzing, managing and reporting on all program related strategic information, overseeing and supporting implementing partners as well as government counterparts to generate accurate data analyses and reports to inform national policy and also respond to PEPFAR's reporting requirements as well as supporting development of protocols for operational research projects; and statements of work for independent mid-term/end of project/impact evaluations.

The incumbent will perform as USAID's surveillance, quality assurance and geospatial mapping expert and may as delegated serves as Agreement Officer/Contracting Officer Representative (A/COR) or activity manager for USAID-funded implementing mechanisms, providing technical and financial oversight.

Finally, s/he will interact with SI staff of other U.S Government agencies, to streamline and improve the existing PEPFAR Strategic Information systems with providing input on Monitoring and Evaluation issues at technical, policy, and strategic planning meetings, including (and as needed) day-to-day guidance to the PEPFAR Country Coordinator.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Program Monitoring and Reporting**

**60%**

- Lead USAID's management and coordination of M&E and other SI-related processes required for PEPFAR reporting including working with PEPFAR's interagency team to ensure cohesion; coordinating responses to ad hoc SI requests from the Office of the Global AIDS Coordinator (OGAC); and providing, as needed technical guidance to PEPFAR Coordination office on SI issues, challenges, and policy questions.
- Enter data into the FACTS Info database and DATIM, including inputting of all monitoring targets and results, based on OGAC guidance. The incumbent will have to work closely with SI staff from other U.S Government agencies and USAID-funded implementing partners to compile program data, and provide appropriate narrative and explanation for the targets of each technical program area and for each implementing partner, in accordance with reporting requirements.
- Serve as a liaison between the USAID country team and headquarters helping to connect country team with experts in areas that require technical assistance.
- Ensure systems are in place for implementing partners to plan and monitor programs in compliance with PEPFAR and USAID requirements. This will include quarterly Site Improvement through Monitoring System (SIMS) visits focused on monitoring program quality; and annual data quality assessments (DQAs) to ensure key data quality standards are met (validity, reliability, precision, integrity, and timeliness).
- Generate geospatial information, develop maps and provide geospatial analysis to assist USAID and wider PEPFAR team to prioritize spending, site service locations, and identification of vulnerable populations at the lowest site unit.
- Support the strengthening of country capacity to utilize data for program planning and target setting. This may include supporting GRC to strengthen M&E portion of strategic plans or program funding applications, as needed, and coordinate or lead the development of frameworks and strategies to inform national priorities and planning. This includes participating in national SI technical working group and liaising with other U.S Government agencies and international partners to ensure effective exchange of strategic information.
- Assist implementing partners, U.S Government agencies, and technical working groups with data analysis and preparation of abstracts and presentations for the PEPFAR annual conference, in-country meetings and international conferences, as appropriate.

### **2. Program Management**

**30%**

- May be formally designated A/COR or activity manager for SI-related mechanisms with indeterminate annual budget. In this capacity, s/he takes a major technical role in development and approval of work plans, supplemental awards, and requests for extensions; liaises with the agency grants and cooperative agreements technical specialists at post and in the U.S award management; oversees performance of cooperating partners; carries out technical reviews, identifies potential issues and recommends actions for improvement.

- Determine and, when necessary, solicit appropriate human and financial resources to provide SI technical assistance to USAID, PEPFAR interagency team, implementing partners, or national workgroups.
- Evaluate results achieved by implementing partners against their targets and tracking overall progress in achieving PEPFAR and USAID goals as outlined in Country Operational Plans, Cooperative Agreements, Contracts, and other initiatives. As necessary, adapting targets to be consistent with appropriated budgets, country constraints, and new opportunities.
- Provide technical oversight for evaluation, study design and implementation of USAID project assessments and evaluations; including identifying areas for further study to inform USAID, PEPFAR, and national programming.

### 3. **Other duties assigned**

**10%**

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

### **a. Education:**

Educational background (at least a Bachelor's degree) in public health or other health-related field, including, but not limited to, epidemiology, surveillance and monitoring, data analysis and interpretation, data collection and reporting, or a similar academic major or concentration is required.

### **b. Prior Work Experience:**

Minimum 5 years of experience working with public health data management and/or informatics, preferably in HIV-related programs.

### **c. Language Proficiency:**

Must be fluent in English (Level IV), with the ability to draft and read complex technical documents, including communicating technical information clearly and effectively to both technical and non-technical colleagues. Working knowledge of French (Level III), which includes ability to understand and conduct technical discussions with GRC counterparts.

### **d. Job Knowledge:**

Demonstrated in-depth technical knowledge of M&E practice including frameworks, data quality assurance, tools and techniques used to monitor and evaluate results of public health programs. Knowledge of surveillance systems and survey design, implementation and data utilization is essential.

Knowledge of GIS mapping software, data visualization software or business analytics will be a plus.

Knowledge of SI systems and current SI issues as relates to Cameroon and/or resource and data-poor environments, and ability to develop appropriate measurable targets.

### **e. Skills and Abilities:**

Strong quantitative and analytical skills with a demonstrated experience in analysis and presentation of public health data. Demonstrated experience and expertise in database management and/or statistical software, such as Excel, Access, Stata, or SPSS. Proficiency in

SQL is desirable. Expertise in Geographic Information Systems and geospatial data management preferred. Demonstrated experience working with large complex survey data sets, such as the Demographic and Health Surveys or Multiple Indicator Cluster Surveys desired. Proven leadership, management, facilitation, coordination, interpersonal, and teamwork skills.

Sound judgment, tact and diplomacy, and proven ability to work under pressure to meet project deadlines or dates for special events. Ability to operate independently with limited direct supervision of day-to-day activities.

**HOW TO APPLY:** Interested individuals should submit a **signed cover letter, relevant certificates and CV with references** to:

Human Resources Office  
P.O. Box 817, Tel.: 222-201-500, Ext 4006  
U.S. Embassy Yaoundé, Cameroon

Or by Email to: [ydeapplicants@state.gov](mailto:ydeapplicants@state.gov)

***Note:** When submitting your application via email, start the subject line with the position title. Failure to state this and submit signed letter with relevant documents will disqualify applicant.*

**NOTE: ALL U.S. AND NON-CAMEROONIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: YAOUNDE, CAMEROON. IF TRANSPORTATION TO YAOUNDE IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.**

**ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*USAID/West Africa anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.*